



# **Incentive Program**

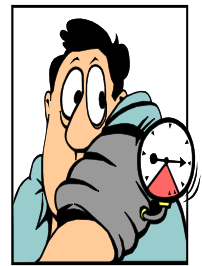
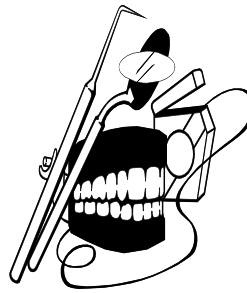
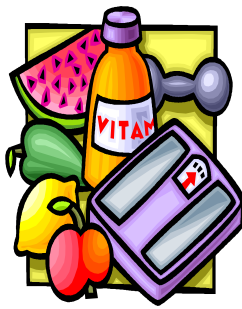
## **2006**

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**Incentives are based on participation.**

**The number of participants will determine  
the size of the incentives given.**



## Introduction Step Up to Fitness

### *What is Step Up to Fitness?*

A wellness program offered to all Davis County employees and their spouses. The mission of this program is to assist and reward those individuals who participate and make efforts towards long-term, healthy behavior changes in their lifestyle, which will reduce their health risks and improve their overall quality of life.

Employees have the opportunity to earn prizes as well as gift certificates throughout the year by participating in the different aspects of the program such as the Health Risk Assessment, Chair Massages, Healthy Lifestyle Incentive as well as the Contest/Challenge Incentives. Incentives will be provided to employees and spouses to encourage healthy behaviors.

### *Who can participate?*

Any Davis County employee and their spouse are eligible to participate.

### *How do I get started in this exciting program?*

Read the Step Up Your Health Newsletter attached to your paycheck each month to keep up on the many different events happening throughout the year. Participate in as many of the different areas that you can. Prizes and gift certificates will be given out just for participating. The following pages provide a explanation of what the program entails.

Good luck in your health and wellness goals for 2006! Please call Ashley in Personnel at 451-3487 with any questions.

## Healthy Lifestyle Incentive

The Healthy Lifestyle Incentive is based on a point system. This incentive is structured to reward employees who put effort towards living a healthier lifestyle. Employees have the opportunity to earn points throughout the year, by exercising, eating 5 fruits and vegetables a day, having preventive care exams, participating in wellness challenges, attending seminars and wellness activities. There are four different incentives you may participate in: the Monthly Incentive, 5-Month Incentive, Year Incentive as well as the Annual Most Point's Incentive. Participation determines eligibility for gift certificates ranging from \$15 to \$30 depending on the number of participants.

### Monthly Logs

Monthly Logs track diet, exercise, and other healthy lifestyle habits and can be obtained from Ashley in Personnel. If you would like a Monthly Log sent to you each month, request to be put on the mailing list.



**Monthly Incentive:** Every month employees and spouses who turn in their logs by the 10<sup>th</sup> of the following month and meet the minimum of 25 Total Log Points will be entered into a monthly prize drawing.

**5-Month Incentive:** Every 5 logs a participant turns in that meet the minimum amount of 25 Total Log Points each, will receive a gift card and will be entered into a larger prize drawing held in June as well as December. Turning in a total of 10 logs throughout the year may earn participants 2 gift cards and enter them into both drawings in this category.

**Year Incentive:** At year-end all employees and spouses who have met the minimum point requirements for 10 logs and have met the minimum point requirement for preventive care and have

participated in at least one wellness challenge, will be awarded an incentive. Also, in this category individuals with the most Total Healthy Lifestyle Incentive Points will be rewarded an additional incentive. Total Healthy Lifestyle Incentive points are determined by exercise points, lifestyle points, preventive care points, Wellness Challenge points as well as bonus points earned through seminar and activity participation.



There are four "sections" to the Monthly Log. "Section A" is the exercise portion of your log where you earn points depending on the activity and duration spent doing the activity - (see instructions on log for details).

To be entered into the monthly prize drawing participants must earn a minimum of 25 points. "Section B" is worth 5 points and deals with fruit and vegetable consumption, seatbelt use, and injury/sick time. The 5 points earned in section B may go towards your total log points to equal 25 points.

"Section C" is a reminder for those participating in the Year Incentive to turn in their doctor's note if they had a preventive medical exam done that month. "Section D" is for participants to write down the wellness challenges that they participated in that month. Employees and Spouses must participate in at least one wellness challenge throughout the year to be eligible for the Year Incentive.

"Section E" is for participants to write down the wellness seminars and activities that they participated in that month. The maximum amount of points one may earn in section E is 50 points. Please note the following concerning Monthly Logs:

- Monthly Logs must be turned in to Ashley in Personnel by the 10<sup>th</sup> of the following month to be entered into the monthly prize drawing.
- Check the *Healthy Lifestyle Incentive Tip of the Month* box on each Monthly Log for the monthly theme, activities, challenges and other tips for participation in the program.

## Preventive Care

Preventive care is always important for good health. The Health Risk Assessment does not cover all important areas of prevention and should not take the place of routine annual doctor visits.

- *At least 65 points must come from preventive care to qualify for the Year Incentive.*
- To receive credit, procedures must be considered preventive and not treatment for an existing condition.
- The following is an example of preventive care procedures and assigned points for each:

Annual Physical/HRA - 45 points

Mammogram/PSA- 25 points

Pap Smear - 10 points

Prostate Exam- 10 points

Rectal Exam- 10 points

Colon Exam - 25 points

Dental Cleaning/Checkup - 10 points

Flu Shot - 10 points

Some type of verification of the preventive work (i.e. doctor's note or statement) must be submitted to Ashley in Personnel. Please make sure verification clearly states name, date, and work done. Points may or may not be given for other preventive care not listed on your scorecard.

## Challenges/Competitions

Wellness challenges/competitions will be held to assist employees and spouses in developing healthy habits. They will also serve as an opportunity for employees to form support systems. To qualify for the year incentive participants must participate in at least one wellness challenge/competition. The challenges/competitions for 2006 are as follows:

- **5-A-Day Challenge** - A 4-week challenge where participants are encouraged to increase their fruit and vegetable intake to at least 5 servings a day. At the conclusion of the challenge, those averaging 5 servings of fruits and vegetables daily will be invited to the annual Tasting Table event at no cost.
- **Active for Life-** A flexible 6-week program that encourages people to be more active and eat healthy on a regular basis. Employees get points for exercising, eating well, attending seminars and activities throughout the 6 weeks. Departments form teams and compete for prizes.
- **Move It & Lose It Challenge** - An exercise challenge designed to teach participants about the benefits of exercise and motivate them to take that first step toward better health and productivity. The goal of the program is to exercise at least 30 minutes a day, 4 days per week. Points are awarded for each 30-minute session of exercise that is completed. Qualified participants that have successfully completed the program are entered into a drawing for prizes. The top three participants get first, second, or third pick of \$25 gift certificates.
- **Project Zero/Maintain Don't Gain** - A weight maintenance challenge that encourages employees to maintain their weight over the holiday season. Participation costs \$1 and participants receive a Project Zero "Survival Kit" with helpful hints, information and nutritious recipes. Those who maintain their weight over the holiday season split the pot.

## Seminars

- Seminars will be held in conjunction with the quarterly events emphasizing the areas of focus. These seminars and activities are for the benefit of the employee and are free of charge. Several health issues are addressed including: Nutrition, Physical Activity, Stress Management,



Safety and First Aid, Illness/Disease and so forth.

Seminars are 45-60 minutes long and are usually held during the lunch hour (Employees are welcome to bring their lunch and eat during the seminar.)

- Most seminars will be video taped and available for check out to those participants unable to attend.
- Bonus points towards the Healthy Lifestyle Incentive will be given to those who attend the seminar or watch the video.

### **Series Seminars**

**The Right Weigh** - The Right Weigh is a sensible solution to weight loss and weight management. It is a 6-week series, held twice a week for 30-45 minutes. One day a week participants are taught the fundamentals of proper weight management through good nutrition, a regular exercise program, and behavior modification. The second day will be a group workout session. Workouts will vary from walking videos, yoga, pilates and strength training. (80% attendance may take place of the weight management course for your premium refund.)

**Stress Management Series** - Derek Bowles of Davis Behavioral Health will teach you how to recognize and better manage the stress in your life. This 30 minute/3-class series will give you a better understanding of the how-to of stress management.

# ***Healthy Lifestyle Incentive***

## ***Point Accumulation Scorecard***

### ***2006***

<b>Monthly Logs <i>(10 logs at 25 points minimum)</i></b>
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<u>Month</u>	<u>Exercise (Section A)</u>	<u>Lifestyle (Section B)</u>	
January	_____	_____	
February	_____	_____	
March	_____	_____	
April	_____	_____	
May	_____	_____	
June	_____	_____	
July	_____	_____	
August	_____	_____	
September	_____	_____	
October	_____	_____	
November	_____	_____	
<b>TOTAL</b>	_____	+      _____	= <span style="border: 1px solid black; display: inline-block; width: 60px; height: 20px; vertical-align: middle;"></span>
			<b>LOG TOTAL</b>

**Monthly Incentive:** Monthly prize drawing (min. 25 log points)

**5-Month Incentive:** Every 5 logs turned in (min. 25 log points each)  
 Participant will receive a gift card and be entered into a larger prize drawing held in June and December. Participants may be entered into both drawings by turning in a total of 10 logs.

## Preventive Care *(65 points minimum)*

<u>Exam</u>	<u>Points</u>	<u>Date</u>
Annual Physical/HRA (45 points)	_____	_____
Mammogram/PSA (25 points)	_____	_____
Pap Smear (10 points)	_____	_____
Rectal Exam (10 points)	_____	_____
Prostate Exam (10 points)	_____	_____
Colon Exam (25 points)	_____	_____
Flu Shot (10 points)	_____	_____
Dental Cleaning/Checkup (10 points)	_____	_____
Other _____	_____	_____
Other _____	_____	_____
Other _____	_____	_____
<b>TOTAL</b>		

## Wellness Challenges *(One Challenge minimum.)*

<u>Challenge</u>	<u>Points</u>
5-A-Day Challenge (20 points)	_____
Active for Life (30 points)	_____
Move It & Lose It (20 points)	_____
Project Zero (20 points)	_____
Other _____	_____
Other _____	_____
Other _____	_____

**TOTAL**

**Year-End Incentive:** 10 logs turned in with 25 points min. each month, Plus 65 Preventive Care points and participation in at least one Wellness Challenge (see pp. 5 & 6).

**Bonus Points (Seminar/Activity participation) 50 points max.**

<u>Monthly Seminar/Activity</u>		<u>Points</u>
January	Kick Off	_____
February	_____	_____
	_____	_____
March	_____	_____
	_____	_____
April	_____	_____
	_____	_____
May	_____	_____
	_____	_____
June	_____	_____
	_____	_____
July	_____	_____
	_____	_____
_____		_____
August	_____	_____
	_____	_____
September	_____	_____
	_____	_____
October	_____	_____
	_____	_____
November	_____	_____
	_____	_____
STRESS MANAG. SERIES		_____

(20 bonus points with 100% attendance)

THE RIGHT WEIGH SERIES

(40 bonus points with 70% attendance)

\_\_\_\_\_

**TOTAL**

**Total Healthy Lifestyle Incentive:** Participants who qualify for the yearly incentive will be eligible to win the “Most Total Healthy Lifestyle Incentive Points.” These points are determined by log points, preventive care points, wellness challenge points and bonus points earned through seminar and activity participation.

## HEALTHY LIFESTYLE INCENTIVE

### GRAND TOTAL

Monthly Logs (*10 logs 250pts minimum*): \_\_\_\_\_

Preventive Care (*minimum 65 points*): \_\_\_\_\_

Wellness Challenges (*one Challenge minimum*) \_\_\_\_\_

Bonus Points (*maximum 50 points*): \_\_\_\_\_

**GRAND TOTAL** \_\_\_\_\_

What a great opportunity - good health and a little spending fun too! Although you can't put a price on good health, hopefully this program will give you an extra incentive to work towards improving your health and wellness. We would love to see you succeed! Good luck!



**Please call Ashley in Personnel at 451-3487 with any questions.**